Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

Post-Travel Filing Instructions: Complete this form within 30 days of returning from

travel. Submit all forms to the Office of Public Records in 232 Hart Building AAY 20 PH 12: 20

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

☑ The original Employee Pre-Travel Authorization (Form RE-1), ANI	X	The original	Employee	Pre-Travel	Authorization	(Form RE-1).	AND
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A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)
Private Sponsor(s) (list all): The Aspen Institute Inc. (Socrates Program) ("AISP")
Travel date(s): May 10 -12, 2019
Name of accompanying family member (if any):
Relationship to Traveler: Spouse Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☑ Good Faith Estimate ☐ Actual Amount	\$78 for bus	\$236 for two nights (\$118 per night)	\$142 for breakfast, lunch, and dinner for two days (\$71 per day)	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate				
☐ Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Participated in a Socrates Seminar to discuss leadership, responsible governance,

and the role of Congress at the Aspen Insitute's Wye River Campus in Maryland.

5/20/19 (Date) Oliver Riquelme (Printed name of traveler)

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5 20 / 19 (Date)

(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): The Aspen Institute Inc. (Socrates Program) ("AISP")
2.	Description of the trip: The AISP is sponsoring a Socrates seminar to discuss leadership, responsible governance and the role of Congress.
3.	Dates of travel: May 10 -12, 2019
4.	Place of travel: Queenstown, Maryland
5.	Name and title of Senate invitees: See attached.
6.	I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip. OR -
	☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that: The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). —OR =
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	The Aspen Institute Socrates Program is the sole sponsor of the seminar and organized and conducted
	the trip (including selected the participants, developed the agenda, planned the seminar and coordinated
	the travel). (See attached Appendix)
13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: The Aspen Institute is an educational and policy studies non-partisan, non-profit organization whose
	mission is to foster leadership based on enduring values and provide a non-partisan forum for the
	exchange of ideas. (See attached Appendix)
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips: The Aspen Institute has a nearly forty year history of conducting non-partisan educational congressional
	trips; the Socrates Program, specifically, also has conducted congressional trips.

The Aspen Ins	trips): The Aspen Institute organizes numerous educational activities, including briefings, roundtables, forums						
·	and conferences for a diverse range of attendees including federal and state policymakers, business and						
	organization leaders, members of the press and the general public. (See attached Appendix.)						
	Total Expenses for Each Participant:						
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses			
Good Fai estimate Actual Amounts	\$78 for bus	\$236 for two nights (\$118 per night)	\$142 for breakfast, lunch, and dinner for two days (\$71 per day)	\$47 per day for conference room fees (includes meeting facilities, set up/take down, cleaning)			
State whether a) the trip involves an event that is arranged or organized without regard to c participation or b) the trip involves an event that is arranged or organized specifically with a congressional participation:			vith regard to				
B) The trip invo	olves an event that is organize	zed specifically with re	gard to congressional	participation.			
Reason for selecting the location of the event or trip The conference center is close to Washington, DC, which provides for ease of travel for participants							
		-	no for again of traval fo	e partiainanta			

20. Reason(s) for selecting hotel or other lodging facility:

The conference center has sufficient meeting space and lodging to support off-the-record, non-partisan exchanges of ideas and professional learning. The Aspen Institute owns the Wye River Conference Center property.

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:					
	Rooms are \$118/ day, which reflects the per diem limit.					
	Meals are \$71/day, which reflects the per diem limit.					
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:					
	Round-trip transportation will be provided by chartered, coach-class bus between Washington D.C. and					
	the conference center.					
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35). List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:					
24.						
	None					
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor): Signature of Travel Sponsor:					
	Name and Title: Elliot Gerson, Executive Vice President, Policy & Public Program					
	Name of Organization: The Aspen Institute					
	Address: 2300'N Street NW, Washington DC 20037					
	Telephone Number: 202-736-5859 (Lisa Jones, Deputy General Counsel)					
	Fax Number: 202-467-0790					
	E-mail Address: lisa.jones@aspeninstitute.org					

Appendix to Private Sponsor Travel Certification Form, Aspen Institute Socrates Program for the Emerging Governance Leaders Seminar, May 10-12, 2019

Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued) – The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

Questions 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to the mission (response continued) —The Socrates Program seeks to provide a forum for emerging leaders from various professions to convene and explore contemporary issues through expert-moderated dialogue. The purpose of the trip is to conduct a non-partisan educational seminar on leadership, responsible governance and the role of Congress that encourages off-the-record, candid exchanges of ideas to support staffers' learning and development.

Question 15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips) (response continued) - Socrates Program organizes seminars every year bringing together a diverse group of professional to explore issues, discuss current topics and encourage dialogue and exchange of ideas.



#5. Name and titles of Senate invitees. This was an open application process and the following list is of the accepted attendees:

Ms. Elizabeth Coats

Staff Assistant

U.S. Senate Committee on Appropriations

Mr. Anthony Mitchell

Legislative Correspondent
Office of Senator Jeff Merkley

Ms. Alaura Ervin

Deputy Legislative Assistant Office of Senator Tim Scott

Mr. Oliver Riquelme

Legislative Correspondent Office of Kirsten Gillibrand

Mr. Rachit Choksi

Oversight & Investigations Counsel U.S. Senate Committee on Environment and Public Works

Mr. Wilson Shirley

Speech Writer
Office of Senator Roger Wicker



Emerging Governance Leaders Seminar

Leadership & the Role of Congress

(Moderated by Dr. Colleen Shogan)

Seminar Weekend Schedule

May 10-12, 2019
Aspen Institute Wye River Campus
Queenstown, Maryland
Seminar Location: River House

Friday, May 10th

5:00 p.m. Shuttle departure from Capitol Hill

6:45 p.m. Shuttles arrives at Aspen Institute Wye River Campus

7:00 p.m. - 8:00 p.m. Check-In & Registration

River House

8:00 p.m. – 9:30 p.m. Socrates Opening Dinner and Program

"Responsible Governance and Your Role in Congress"

A conversation addressing norms of governance, hyperpartisanship, political polarization, and the experiences of

Congressional staffers.

Moderated by Cordell Carter, Socrates Program Director

River House Dining Room

Saturday, May 11th

7:45 a.m. – 9:00 a.m. Breakfast

River House Dining Room

9:00 a.m. – 12:00 p.m. Seminar Session I: The Evolution of Congress: How Did We

Get Here?

River House Main Conference Room

Seminar discussion based on the following texts and videos:

Origins:

 Hamilton or Madison, "No. 57" and "No. 63," The Federalist Papers, 1788



- Davidson, Oleszek, Lee, and Schickler. "Institutional Evolution," Congress and Its Members
- Nelson Polsby, "Causes of Liberalization: Rise of the Two Party South," and "How Congress Evolves: Overview of the House," How Congress Evolves
- Barbara Sinclair, "The New World of U.S. Senators," Congress Reconsidered

What Does It Mean to Represent? Mr. Smith versus Charlie Wilson

- "Mr. Smith Goes To Washington" movie clip. 1939
- "Charlie Wilson's War" movie clip. 2007

10:30 a.m. - 10:45 a.m.

Morning Break

River House Break Room

12:00 p.m. – 1:00 p.m.

Working Lunch with Discussion of Seminar Session I

Conversation will consider the evolution of Congress and what it means to represent constituents and communities.

River House Dining Room

1:00 p.m. - 4:00 p.m.

Seminar Session II: Congress and Its Governance Challenges

River House Main Conference Room

Seminar discussion based on the following texts:

- Davidson Oleszek, Lee, and Schickler. "Congress as Institution," Congress and Its Members
- Barbara Sinclair, "Assessing Unorthodox Lawmaking,"
 Unorthodox Lawmaking

Resources and Knowledge in Congress

- Kevin Kosar and various authors, "Restoring Congress as the First Branch." R Street Policy Study No. 50
- Colleen Shogan, "The Knowledge Culture of Congress," Leg Branch Blog
- Matthew Glassman, "Why Congress Doesn't Always Do The Right Thing." New York Times

Technology and Changing Norms of Representation

- Samantha McDonald, "Staff Perspectives on the State of Constituent Correspondence in the U.S. Congress," Leg Branch Blog
- Lorelei Kelley and Robert Bjarnason, "Our Modern Congress Doesn't Understand 21st Century Technology," TechCrunch, March 6, 2018



Partisanship and Policymaking

Sarah Binder, "Legislating in Polarized Times,"
 Congress Reconsidered

2:30 p.m. - 2:45 p.m.

Afternoon Break River House Break Room

4:30 p.m. – 6:30 p.m.

Historical Tour of Wye

The Aspen Institute Wye campus is a site imbued with historical moments in American political discourse and policy decisions – from early days as the home of William Paca, a signer of the Declaration of Independence and the third governor of Maryland, to more recent moments as the site for negotiations between Israel and the Palestine Authority. This historical tour will connect the seminar to place and embody the rich history of American discourse and governing in Washington and beyond.

Wye Campus

7:00 p.m. – 8:30 p.m.

Working Dinner with Discussion of Seminar Session II

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

River House Dining Room

8:45 p.m. – 10:00 p.m.

Fireside Chat

"Life & Lessons in Congress"

A conversation with William Hoagland, Bipartisan Policy Center Senior Vice President and Lorelei Kelly, Fellow-In-Residence at the Georgetown University Beeck Center for Social Impact + Innovation

Conversation will cover the personal and professional realities of pursuing a career as a congressional staffer and juxtapose them with the larger implications of representing congress, focusing on how congress's role as the interlocutor of the American people, particularly in the digital age, is evolving, and with it the roles and responsibilities of its staff.

Moderated by Cordell Carter, Socrates Program Director River House Library



Sunday, May 12th

7:45 a.m. – 9:00 a.m.

Breakfast

...River.House.Dining.Room...

9:00 a.m. – 12:00 p.m.

Seminar Session III: Congressional Reform

River House Main Conference Room

Seminar discussion based on the following texts:

What's Working Well and What Isn't

 Colleen Shogan, "Defense Authorization: The Senate's Last Best Hope," Party and Procedure in the United States Congress

Josh Huder, "Democrats Want to Modernize the House.
 Good Luck With That," The Washington Post

Reform Proposals

 Zach Graves, "Rebuilding a Technology Assessment Office in Congress," R Street Policy Study 152

Congressional Institute, "Congressional Reform Concepts"

Jim Newell, "The Shutdown to End All Shutdowns,"
 Slate

10:30 a.m. - 10:45 a.m.

Morning Break

River House Break Room

12:00 p.m.

Check-out

12:00 p.m. – 1:00 p.m.

Working Lunch with Discussion of Seminar Session III

Conversation will consider the Articles 1 and 2 of the

Constitution, and how foundations of the U.S. government

inform and influence the role of Congress today.

River House Dining Room

1:00 p.m.

Shuttle departs for Capitol Hill

2:30 pm

Shuttle drops off participants